

# Pollock Pines-Camino Community Center Association

2765 Sanders Drive - P.O. Box 1195 - Pollock Pines, CA 95726  
(530) 647-8005

## RENTAL USE POLICY AGREEMENT

Individuals and/or Organizations making application for use of the Pollock Pines-Camino Community Center Association facility must read, initial and agree to comply with the Policies, Rules and Regulations set forth below.

This Rental Agreement is made and entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and shall be contracted between \_\_\_\_\_, hereinafter referred to as "Lessee" and the Pollock Pines-Camino Community Center, Association hereinafter referred to as PPCCCA "Lessor", for the specific purpose of \_\_\_\_\_.

*In consideration for being permitted by the Pollock Pines-Camino Community Center Association to use space in the Community Center on the above specified date and time, I hereby waive, release and discharge any and all claims for damages for personal injury, death, or property damage which participants in the above event may have or which may hereafter accrue to them, as a result of participation in said event. This release is intended to discharge in advance the above Association (it's officers, employees, and agents) from any and all liability arising out of or connected in any way with participation in said event even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is understood that this event involves an element of risk and danger of accidents and knowing those risks, as a representative of the above organization or in representing myself, I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold the above persons or entities free and harmless from any loss, liability, damage, cost, or expense which they may incur as a result of my death or any injury or property damage that participants may sustain while participating in said event.*

*I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE ABOVE ASSOCIATION AND SIGN IT OF MY OWN FREE WILL.*

APPLICANT SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_  
(Signer must be over 18 years old) (Organization Position Held)

PRINTED NAME \_\_\_\_\_ DATE: \_\_\_\_\_

FACILITY COORDINATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

*Please  
Initial  
Below*

This RENTAL USE POLICY AGREEMENT is subject to the following TERMS AND CONDITIONS, set forth herein:

1. The Lessee is required to provide a Certificate of Insurance for public liability and property damage of 1 million dollars occurrent limit. The PPCCCA will accept a copy of a homeowner's liability with a one-day rider naming the Association as additionally insured loss payee. This applies to private functions such as weddings, parties, birthdays, etc. This is a requirement of the Association's insurance coverage. For U.S., CA, county and local government agencies, this requirement may be waived upon receipt of self-insuring documentation. A copy of this certificate of insurance must be received by the Association within 15 days of the scheduled event. In either case, the AGREEMENT, for this application must be executed before the application will be considered. \_\_\_\_\_
2. In the event that alcohol beverages are to be served, the Lessee agrees to comply with all state and local laws regarding the sale and consumption of alcoholic beverages. Lessee is responsible for obtaining any necessary permits for the serving of alcoholic beverages if the event is open to the public. Private functions do not require a permit. \_\_\_\_\_
3. In order to preserve and secure the facility, a Cleaning/Security deposit in the amount of FIVE HUNDRED DOLLARS (\$500.00) is required upon application. All or part of this deposit will be refunded upon final inspection by the PPCCCA. Any property damages resulting from Lessee's use of the facility, including, but not limited to, any damage to floors, walls, windows, etc., will be billed to the Lessee and deducted from the Cleaning/Security deposit. Any costs in excess of the Cleaning/Security deposit will be directly billed to the Lessee, and Lessee agrees to pay said bill promptly. \_\_\_\_\_
4. Reservations may be made up to 12 months in advance with deposit.  
Reservations may be cancelled up to THIRTY (30) days in advance of scheduled event. \_\_\_\_\_

- 5. Participants in any activity are expected to observe proper behavior while using the facility. **All musical entertainment shall cease at 10:00PM.** The event must be over within the time frame reserved on the approved application. If simultaneous rentals are going on in the building, each Lessee, as a courtesy to the others, will control the noise. \_\_\_\_\_
- 6. The room(s) rented must be cleaned and vacated within the prescribed time frames or Lessee will be charged an additional fee of TWENTY FIVE DOLLARS (\$25.00) PER HOUR/ PER ROOM. **Set-up and Clean-Up must be accomplished within reservation times.** Clean-up must be accomplished prior to check-out on the same day as reservation/event unless prior arrangements have been made. \_\_\_\_\_
- 7. Only the room(s) specified in this agreement may be used during the scheduled event. If the PPCCCA should find evidence of use of non-reserved room(s) during inspection of the facility after the event, additional charges will be made and deducted from the Security/Cleaning deposit. \_\_\_\_\_
- 8. Should Lessee desire to set-up the evening before the event, provided the facilities are available, you may do so by making arrangements with the facility coordinator. \_\_\_\_\_
- 9. Lessee is responsible for set-up, take-down and clean-up of room(s) used during the event. ONLY the use of thumb tacks, tape or push pins will be allowed to adhere decorations to the walls, floors or ceiling. No staples or nails may be used. All decorations must be removed and all tables and chairs put back in their original positions. All trash and/or garbage must be removed from the facility or placed in the dumpster at the end of the event. Any boxes must be broken down flat and large containers crushed to avoid over-filling. There will be a FIFTY DOLLAR (\$50.00) charge for over-filling the dumpster. \_\_\_\_\_
- 10. No open flame or candles will be permitted except temporarily on cakes. \_\_\_\_\_
- 11. Smoking is not permitted in the building at any time. \_\_\_\_\_
- 12. Lessee acknowledges that the Pollock Pines-Camino Community Center is a designated Emergency Shelter and Office of Emergency Services (OES) Command Post in case of an emergency or disaster. Additionally, the Center is a certified Red Cross evacuation site and, in addition, the Center is a Community Resource Center during a Public Safety Power shutoff (PSPS) and a Cooling and Heating Center when dictated by El Dorado County Health Department. Additionally, during election years, the Center is an established El Dorado County Voting Center for the public. Therefore, the Pollock Pines-Camino Community Center reserves the right to cancel ANY AND ALL EVENTS in case of an emergency or disaster at a moment's notice. \_\_\_\_\_  
 Lessee will be immediately contacted and any paid fees and deposits will be refunded at the earliest convenience.

DATED: \_\_\_\_\_

**POLLOCK PINES-CAMINO COMMUNITY CENTER ASSN.**

\_\_\_\_\_  
Facility Coordinator or Authorized Agent

DATED: \_\_\_\_\_

LESSEE OR  
AUTHORIZED AGENT: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_